

Message Text

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70

ACTION DRC-01

INFO OCT-01 EA-10 ISO-00 OPR-02 L-03 A-01 SS-15 MMS-04

H-02 SY-05 PER-03 PPTE-00 SP-02 AID-05 USIA-15 PC-05

FBIE-00 DODE-00 CIAE-00 INR-07 NSAE-00 SCSE-00 SCA-01

DEAE-00 INSE-00 TRSE-00 VA-01 /083 W

----- 076230

R 040635Z AUG 75

FM AMEMBASSY MANILA

TO SECSTATE WASHDC 6110

UNCLAS SECTION 1 OF 2 MANILA 10661

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJ: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353/12

REPORT OF RECORDS SUBJECT TO ACT MAINTAINED IN EMBASSY AS
FOLLOWS, ARRANGED ACCORDING FORMAT PRESCRIBED IN REFTEL:

A. I. CITIZENSHIP & REGISTRATION FILES

II. NAMES OF THOSE PERSONS WHO HAVE BEEN REGISTERED OR
DOCUMENTED AS UNITED STATES CITIZENS AT AMERICAN EMBASSY
MANILA.

III. INFORMATION ON DOCUMENTATION OF CITIZENSHIP OF
UNITED STATES CITIZENS IN PHILIPPINES.

IV. E.O. 11295

V. FBI)

OSI) TO ASSIST AGENCIES IN PERFORMING

DEA) THEIR STATUTORY FUNCTIONS

INS)

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VI. A. STORAGE CARDS & FILE FOLDERS

B. RETRIEVABILITY BY NAME, ALPHABETICALLY

C. SAFEGUARDS PHYSICAL SECURITY - LOCKED AT
 NIGHT; PERSONNEL SCREENING OF
 EMPLOYEES

D. RETENTION AND
 DISPOSAL USUALLY UNTIL 5 YEARS AFTER DEATH

VII. ADMINISTRATIVE OFFICER

VIII. PHILIPPINE GOVERNMENT RECORDS

U.S. ARMED FORCES

KIN AND NEIGHBORS

B. I. WELFARE & WHEREABOUTS FILE

II. NAMES OF PERSONS ABOUT WHOM A WELFARE/WHEREABOUTS INQUIRY
HAS BEEN MADE AT AMERICAN EMBASSY MANILA

III. LETTERS, TELEGRAMS, AND NOTES, AND THE RESULTANT RECORD
AND REPLY MADE TO INQUIRER.

IV. 8 FAM 300

V. FBI) TO ASSIST AGENCIES IN PERFORMING THEIR
 OSI) STATUTORY FUNCTIONS
 DEA)
 INS)
 IRS)
 INTERESTED PARTIES (INQUIRERS)

VI. A. STORAGE CARDS & FILE FOLDERS
 LOOSE DOCUMENTS.

B. RETRIEVABILITY BY NAME, ALPHABETICALLY
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C. SAFEGUARDS PHYSICAL SECURITY - LOCKED AT
 NIGHT; PERSONNEL SCREENING OF
 EMPLOYEES

D. RETENTION AND
 DISPOSAL ONE YEAR AFTER LAST ACTION

VII. ADMINSTRATIVE OFFICER

VIII. INQUIRERS (GENERAL PUBLIC, BOTH U.S. & FILIPINOS)
CONGRESS
PHILIPPINE GOVERNMENT (POLICE, IMMIGRATION, ETC.)

C.I. ARREST FILES

II. NAMES OF UNITED STATES CITIZENS ARRESTED AND CHARGED
IN PHILIPPINES

III. EMBASSY REPORTS TO DEPARTMENT (OM'S OR TELEGRAMS);
RECORDS OF TELEPHONE CONVERSATIONS, LETTERS, NOTES,
ETC.; POLICE AND COURT DOCUMENTS

IV. 8 FAM 350

V. FBI)
OSI) TO ASSIST AGENCIES IN PERFORMING THEIR
DEA) STATUTORY FUNCTIONS
INS)
IRS)
OTHER INTERESTED PARTIES (AT DISCRETION OF CONSULAR
OFFICER)

VI. A. STORAGE CARDS & FILE FOLDERS

B. RETRIEVABILITY BY NAME, ALPHABETICALLY

C. SAFEGUARDS PHYSICAL SECURITY - LOCKED AT
NIGHT; PERSONNEL SCREENING OF
EMPLOYEES.

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D. RETENTION AND
DISPOSAL ONE YEAR AFTER LAST ACTION

VII. ADMINISTRATIVE OFFICER

VIII. PHILIPPINE GOVERNMENT POLICE AND COURTS
GENERAL PUBLIC
ARRESTED PARTIES THEMSELVES

D. I. DEATHS & ESTATES FILES

II. NAMES OF UNITED STATES CITIZENS WHO HAVE DIED IN THE
PHILIPPINES.

III. FS-192, DEATH CERTIFICATES, INVENTORIES & STATEMENTS OF

ACCOUNT, QUESTIONNAIRES BY NEXT OF KIN; RECEIPTS AND
BILLS FOR FUNERAL SERVICES; CONSULAR DOCUMENTS ON
SHIPMENT OF REMAINS.

IV. 8 FAM 440

V. SOCIAL SECURITY ADMINISTRATION) TO ASSIST THEM IN
VETERANS ADMINISTRATION) PERFORMING THEIR
OTHER FEDERAL AGENCIES) STATUTORY FUNCTIONS.

NEXT OF KIN AND OTHER RELATIVES) TO ASSIST THEM IN
ATTORNEYS AND EXECUTORS) SETTLING DECEASED'S
ESTATE.

VI. A. STORAGE CARDS AND FILE FOLDERS

B. RETRIEVABILITY BY NAME, ALPHABETICALLY

C. SAFEGUARDS PHYSICAL SECURITY - LOCKED AT
NIGHT; PERSONNEL SCREENING OF
EMPLOYEES.

D. RETENTION AND
DISPOSAL FIVE YEARS AFTER CASE IS CLOSED.

VII. ADMINISTRATIVE OFFICER
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VIII. NEXT OF KIN
PHILIPPINE GOVERNMENT RECORDS
LOCAL HOSPITALS
U.S. ARMED FORCES INSTALLATIONS
FUNERAL PARLORS

E. I. SEAMEN SERVICES FILE

II. NAMES OF THOSE AMERICAN SEAMEN ABOUT WHOM SOME CORRES-
PONDENCE HAS BEEN INITIATED WITH OR BY AMERICAN EMBASSY,
MANILA.

III. CORRESPONDENCE CONCERNING SHIPPING AND SEAMEN SERVICES
(LETTERS, MEMOS, ETC.)

IV. 7 FAM 500

V. NONE

VI. A. STORAGE LOOSE DOCUMENTS IN FILE FOLDERS

B. RETRIEVABILITY BY NAME, ALPHABETICALLY

C. SAFEGUARDS PHYSICAL SECURITY - LOCKED AT
NIGHT; PERSONNEL SCREENING OF
EMPLOYEES

D. RETENTION NEWBIRTH(S) DISPOSAL WHEN ONE YEAR OLD

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ACTION DRC-01

INFO OCT-01 EA-10 ISO-00 OPR-02 L-03 A-01 SS-15 MMS-04

H-02 SY-05 PER-03 PPTE-00 SP-02 AID-05 USIA-15 PC-05

FBIE-00 DODE-00 CIAE-00 INR-07 NSAE-00 SCSE-00 SCA-01

DEAE-00 INSE-00 TRSE-00 VA-01 /083 W
----- 074163

R 040635Z AUG 75

FM AMEMBASSY MANILA

TO SECSTATE WASHDC 6111

UNCLAS FINAL SECTION OF 2 MANILA 10661

VII. ADMINISTRATIVE OFFICER

VIII. INDIVIDUAL SEAMEN

U.S. COAST GUARD

PHILIPPINE GOVERNMENT AGENCIES

LOCAL SHIPPING AGENTS

F. I. NOTARIAL FILE

II. NAMES OF PERSONS WHO HAVE REQUESTED NOTARIAL SERVICES
THROUGH CORRESPONDENCE AND NOTARIES PUBLIC DOCUMENTED
BY THE EMBASSY.

III. WRITTEN REQUESTS FOR NOTARIAL SERVICES AND COPIES OF
LOCAL NOTARIES' COMMISSIONS.

IV. 7 FAM 800

V. ALL U.S. GOVERNMENT AGENCIES - TO ASSIST THEM IN PER-
FORMING STATUTORY FUNCTIONS RELATIONS TO NOTARIALS;
OTHER INTERESTED PARTIES ON A NEED-TO-KNOW BASIS, AT
DISCRETION OF CONSULAR OFFICER.

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VI. A. STORAGE COPIES OF NOTARIAL COMMISSIONS
 CORRESPONDENCE
 REQUESTS FOR SERVICES

B. RETRIEVABILITY BY NAME, ALPHABETICALLY

C. SAFEGUARDS PHYSICAL SECURITY - LOCKED AT
 NIGHT; PERSONNEL SCREENING OF
 EMPLOYEES

D. RETENTION AND
 DISPOSAL ONE YEAR AFTER FILING

VII. ADMIN

VIII. GENERAL PUBLIC
 COURTS
 ATTORNEYS
 U.S. GOVERNMENT AGENCIES

G. I. DEPOSITION FILE

II. PERSONS INVOLVED IN LITIGATION REQUIRING DEPOSITIONS.

III. DEPOSITIONS AND REQUESTS FOR DEPOSITIONS

IV. 7 FAM 840

V. NONE

VI. A. STORAGE RECORDS MAINTAINED IN FILE
 FOLDERS

B. RETRIEVABILITY INDEXED BY NAME

C. SAFEGUARDS PHYSICAL SECURITY - LOCKED AT
 NIGHT

D. RETENTION AND ONE YEAR AFTER FILING
 DISPOSAL

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VII. ADMINISTRATIVE OFFICER

VIII. COURTS; LAWYERS

H. I. MARRIAGE FILE

II. NAMES OF U.S. CITIZENS WHO HAVE APPLIED FOR DOCUMENTA-
TION IN CONNECTION WITH THEIR MARRIAGE IN THE PHILIPPINES

III. PERSONAL DATA PROVIDED BY U.S. CITIZENS IN AFFIDAVITS
OF LEGAL CAPACITY TO CONTRACT MARRIAGE.

IV. 7 FAM 800

V. INS, TO ASSIST THEM IN PERFORMING THEIR STATUTORY
FUNCTIONS IN RELATION TO THE FILING OF VISA PETITIONS.

VI. A. STORAGE RECORDS MAINTAINED IN FILE FOLDERS

B. RETRIEVABILITY INDEXED BY NAME

C. SAFEGUARDS PHYSICAL SECURITY-LOCKED AT NIGHT
PERSONNEL SCREENING OF EMPLOYEES

D. RETENTION AND
DISPOSAL 3 YEARS AFTER FILING

VII. ADMINISTRATIVE OFFICER

VIII. NOT APPLICABLE

I. I. HEADSTONES FILE

II. NAMES OF THOSE DECEASED VETERANS WHOSE CEMETERY
HEADSTONES HAVE BEEN RECEIVED AT AMERICAN EMBASSY MANILA

III. CORRESPONDENCE CONCERNING HEADSTONES (LETTERS, OFFICIAL
MEMOS, ETC.)

IV. 24 USC 279

V. VETERANS ADMINISTRATION

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VI. A. STORAGE CARDS AND LOOSE DOCUMENTS IN FILE
 FOLDERS

B. RETRIEVABILITY BY NAME, ALPHABETICALLY

C. SAFEGUARDS PHYSICAL SECURITY-LOCKED AT NIGHT
 PERSONNEL SCREENING OF EMPLOYEES

D. RETENTION AND ONE YEAR AFTER HEADSTONE KNOWN
 DISPOSAL TO BE ISSUED

VII. ADMINISTRATIVE OFFICER

VIII. VETERANS ADMINISTRATION, NATIONAL CEMETERY SYSTEM
 QUARTERMASTER GENERAL, DEPT. OF THE ARMY
 AMERICAN LEGION
SULLIVAN

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NNN

Message Attributes

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